

The FDLP Desktop file repository is a single collection point for all documents that relate to the Federal Depository Library Program. The file repository does not contain publications that were distributed as part of the Program, but rather files that relate to the nature of the Program. Documents housed in the file repository are frequently included in articles and on other pages of the FDLP Desktop by the presence of a link to the file repository.

The following are among the types of files that can be found in the FDLP Desktop file repository:

- Conference proceedings and handouts
- White papers
- High resolution Program graphics
- DLC materials
- Survey data

### **Organization of the File Repository**

The file repository is located under "Home" > "File Repository" and is divided into categories and subcategories. The categories are based mainly on the FDLP Desktop site navigation.

## What is the file repository?

Thursday, 26 February 2009 - Last Updated Thursday, 26 February 2009


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Categories		Files
 <b>About the FDLP</b>	Contains information about the Federal Depository Library Program	115
 <b>Depository Administration</b>	Contains information about Depository Administration	36
 <b>Collection Management</b>	Documents regarding the building, organizing and maintaining a tangible and electronic collection are located here.	1
 <b>Outreach</b>	Includes events, online learning, partnerships, and promotional resources to promote the free use of Federal Government information products.	410
 <b>GPO Cataloging</b>	Contains information about Government Printing Office Cataloging	1

## Sorting and Access

Files are listed by default in date descending order. Other sorting options include by name and hits.

### Spring DLC Meeting – Kansas City, MO

Documents		Date added
Order by : Name   <b>Date</b>   Hits ( Ascendant )		
	<b>Transcripts of the Spring DLC Meeting</b> Session Transcripts of the 2008 Spring DLC Meeting.	05/13/2008
<a href="#">Download</a> <a href="#">View</a> <a href="#">Details</a>		

**File Type** (points to PDF icon)

**File Options** (points to Download, View, Details buttons)

**Sorting Options** (points to Order by dropdown)

**Date Added** (points to 05/13/2008)

The repository offers two options for accessing the files. Users may click on the "View" button to open the file in their Internet browser window. The file may also be download by clicking on the "Download" button. More information about the file, such as file size, is available by clicking the "Details" button.

## Searching

The file repository contains a search feature, which is accessible from anywhere in the repository from a top page navigation. The file repository is searchable both across the entire repository or with a particular category/subcategory. Keyword searches can be made across the document name, description, or both. However, the search feature does not search within the text of the document. Results may be ordered by date, category, popularity or alphabetically.

### Search a Document

Search Keyword:	<input type="text"/>
Select Category:	<input type="text" value="All Categories"/>
Ordering:	<input type="text" value="Newest first"/> <input type="checkbox"/> Reverse
Search by:	<input type="text" value="Any words"/> <input type="checkbox"/> Not
Search where:	<input type="text" value="Name"/> <input type="text" value="Description"/> <input type="button" value="Search"/>